


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date December 28, 2021		APD.SOP.1010 Mission and Organization of the Department
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Approval Authority: Chief Rodney Bryant		
Signature: Sign by RB		Date Signed: 12/28/2020

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## 1. PURPOSE

This directive establishes the vision, mission, values, and organization of the Atlanta Police Department.

## 2. POLICY

### 2.1 Vision

We are a source of pride for the residents of Atlanta, admired among law enforcement agencies worldwide, and recognized for our professionalism, integrity, and service to our communities.

### 2.2 Mission Statement:

The mission of the Atlanta Police Department is to create a safer Atlanta by reducing crime, ensuring the safety of our residents, and building trust in partnership with our community. (CALEA 6<sup>th</sup> ed. Standard 12.2.1a)

### 2.3 Core Values

**Professionalism** – Taking pride in our actions, duties, development, and appearance.

**Integrity** – Adhering to moral and ethical principles at all times.

**Commitment** – Striving for excellence, accountability, and effectiveness in our performance.

**Courage** – Instilling trust and standing for justice in the face of danger.



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- 2.4 The Atlanta Police Department shall use a structured chain of command for communication and direction of all department employees.
- 2.5 The Atlanta Police Department has a written organizational structure available to all employees.
- 2.6 Each organizational component shown on the organizational chart shall be under the direct command of only one supervisor. (CALEA 6<sup>th</sup> ed. Standard 11.2.1)
- 2.7 Each Atlanta Police Department employee is accountable to only one supervisor at any given time. (CALEA 6<sup>th</sup> ed. standard 11.2.1)
- 3. RESPONSIBILITIES
  - 3.1 The Chief of Police establishes the organizational structure of the Department.
  - 3.2 Employees shall be accountable to their immediate supervisor, with the following exceptions:
    - 1. When working on a special assignment, temporary assignment to another unit, or a special incident where the employees shall be accountable to the supervisor of that unit or incident; and
    - 2. When employees of different units or having different functions, are engaged in a single incident or operation the unit with primary responsibility for that incident or operation shall be responsible for the overall supervision of all employees engaged in that operation. (CALEA 6<sup>th</sup> ed. Standard 12.1.2b & c)
- 4. ACTION
  - 4.1 Organizational Structure (CALEA 6<sup>th</sup> ed. Standard 11.1.1)
    - 4.1.1 APD Rank Structure (CALEA 6<sup>th</sup> ed. Standard 12.1.2d)
      - 1. Chief of Police
      - 2. Assistant Chief of Police
      - 3. Deputy Chief
      - 4. Major
      - 5. Captain
      - 6. Lieutenant
      - 7. Sergeant
      - 8. Investigators/Senior Police Officers
      - 9. Police Officers



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4.1.3 Succession of Command

1. In the case of a planned absence of the commanding officer of the Department, or of any division, section, or other organizational component, the commanding officer shall designate an acting commanding officer. (CALEA 6<sup>th</sup> ed. Standard 12.1.2a)
2. In the absence of the commanding officer, if no acting commanding officer has been designated, the senior ranking officer shall assume command until relieved by a higher authority. (CALEA 6<sup>th</sup> ed. Standard 12.1.2b)

4.1.3 Chain of Command  
(CALEA 6<sup>th</sup> ed. Standard 12.1.4)

1. It is the responsibility of each employee to maintain the chain of command and adhere to this directive.
2. It is the responsibility of all employees to be familiar with their chain of command and the department policy regarding the chain of command.
3. The grievance procedure is not affected by this directive, nor does it affect the right of direct contact with the Office of Professional Standards (OPS), chaplain, or other APD authority as provided by SOP.
4. Employees are not prohibited, by this directive, from responding to invitations for discussion from the Chief of Police or other authority within the chain of command.

4.1.4 Employee Performance

Supervisory personnel are accountable for the performance of employees under their immediate supervision. (CALEA 6<sup>th</sup> ed. Standard 11.3.2)

4.1.5 Authority Commensurate with Responsibility  
(CALEA 6<sup>th</sup> ed. Standard 11.3.1a)

1. Each level of supervision shall carry commensurate authority for the responsibilities assigned.
2. Every employee shall be held accountable for the use of authority or the failure to use authority, delegated or structured, for his or her position.

4.1.6 The Department is organized into one large entity, the major components of which are divisions, usually commanded by a deputy chief. Divisions are comprised of sections, which are usually commanded by a major. The patrol zones are sections. Sections are comprised of units which may be commanded by a lieutenant or sergeant. Within units, the components may be called squads, sectors, or other terms. These are usually commanded by a sergeant. It should be noted that a civilian may oversee a division, section, unit, or lower organizational level. The department, divisions, and sections may also have smaller organizational components with lower-level organizational designations. (CALEA 6<sup>th</sup> ed. Standard 11.1.1 & 11.3.1a)



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4.2 Chief of Police

4.2.1 The Chief of Police is the chief executive officer of the Department. They have the authority and responsibility to manage, direct, and control the operations and administration of the Department.

4.2.2 The Assistant Chief of Police serves in absence of the Chief of Police to ensure the ongoing function of the department. In lieu of the Chief of Police, the Assistant Chief of Police assumes authority and responsibility of managing, directing, and controlling the operations and administration of the department. Within the Office of the Assistant Chief of Police are the following:

1. The Chaplaincy Corps provides employees with emotional support during times of need.
2. The Peer Support Program assists employees in dealing with work-related stress, emotional difficulties, and other personal circumstances.
3. The Honor Guard represents the Department at the ceremonial occasions such as parades, funerals, graduations and other functions,

4.2.3 Chief Administrative Officer reports directly to the Chief of Police manages the Chief Administrative Office, which is responsible for all administrative, logistical support, and business affairs of the department.

4.2.4 The Chief of Staff serves as the liaison between the Chief of Police and the various departmental components.

4.2.5 The Public Affairs Unit (PAU) serves as a liaison between the Atlanta Police Department, the community, and the news media to provide timely, accurate, and useful information about significant events. The Public Affairs Unit also advises the Chief of Police and the command staff on public opinion and news media response regarding departmental issues. The Public Affairs Unit coordinates the presentation of annual award ceremonies and memorial services.

4.2.6 The Office of Professional Standards (OPS) reports directly to the Chief of Police and is responsible for the disciplinary process of the Atlanta Police Department. The goal of OPS is to ensure the integrity of the Department (CALEA 6<sup>th</sup> ed. Standard 26.2.3). OPS consists of:

1. The Internal Affairs Unit.
2. The Advocacy Unit.
4. The Integrity Unit.
5. Body Worn Camera Unit.

4.3 Professional Development Division

Professional Development Division is responsible for the training of personnel, establishing a directive system that the Department operates under, development of personnel for leadership positions within the Department, and a historical society to instill pride in the city and department we serve.



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1. The Planning and Research / Accreditation Unit (PRAU) performs planning and research functions and manages the written directive system for the Department. The unit is charged with maintaining compliance with the Georgia Police Accreditation Coalition (GPAC) and the Commission of Accreditation for Law Enforcement Accreditation (CALEA) standards.
2. The Staff Inspections Unit (SIU) monitors the Atlanta Police Department's compliance with standard operating procedures (SOP) and applicable laws. In addition, the Unit carries out the regulation and monitoring of Department employees engaged in extra job activities.
3. The Atlanta Retired Police Reserve (ARPR) is a program for sworn employees who retired in good standing. Members assist the Department during special event, such as parades, and whenever the Chief of Police mobilizes the reserve for departmental needs.
4. The Atlanta Police Historical Society (APHS) is a voluntary organization that promotes the history of the Atlanta Police Department. The APHS honors the Department and those who have served the citizens of Atlanta.
5. The Atlanta Police Leadership Institute (APLI). APLI is a partnership with the Atlanta Police Foundation (APF) to provide structured rank-tiered leadership training to identify and develop skilled leaders within the Department
6. The Training Section is responsible for all training conducted within the Department or on behalf of the Department. It is further responsible for the effective delivery of training, for the operation, organization, and staffing of the Department's training facilities. The following units are within the Training Section:
  - a. Recruit Training.
  - b. Professional Development Training.
  - c. Critical Incident Training.
  - d. Firearms Training.
  - e. Training & Compliance.

4.5 Criminal Investigations Division

The Criminal Investigations Division consists of investigative units that are primarily responsible for the follow-up investigation of serious crimes committed against persons or property in the city and for proactive investigation of vice and narcotics crimes.

4.5.1 Reporting directly to the CID Commander is the Executive Protection Unit, Crime Laboratory, and Identification. These units provide the following services:

1. The Executive Protection Unit provides a security staff for the Mayor, Chief of Police and visiting dignitaries.
2. The Crime Laboratory is responsible for administering the drug testing program, documenting and preserving the chain-of-custody of the drug evidence, and ballistics testing.



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3. The Identification Unit (ID) provides crime scene processing; including fingerprints and photographs. The ID Unit codes and matches fingerprint evidence as well as fingerprinting applicants for employment and various other permits. The ID Unit also maintains the criminal histories on persons arrested by the Department.

4.5.2 The Major Crimes Section is primarily responsible for the follow-up investigation of crimes and consists of the following:

1. The Homicide Unit investigates homicides, death investigations, cold cases (unsolved homicides), missing adults, active kidnappings, police-involved shootings, and deaths in custody.
  - a. The Major Crimes Response Squad is responsible for the preliminary investigation of crimes against persons and property and will assist the lead homicide detective during the morning watch hours.
  - b. The Complex Case Squad assists lead detectives in homicide investigations, or other complex cases that involve multiple suspects and crime scenes.
2. The Special Victims Unit is comprised of the Sex Crimes Squad, the Crimes Against Children Squad, the Child Exploitation Squad, the Child Exploitation Online Protection Squad (CEOPS), and Domestic Violence Squad.
  - a. The Sex Crimes Squad shall investigate sex-related crimes committed against adults and conduct the initial investigation of sex-related crimes committed against children if no investigator from the Child Exploitation and Online Protection Squad is available.
  - b. The Crimes Against Children Squad shall investigate missing, abused, and/or neglected juveniles. For abuse cases, the abuse must be by a family member, guardian, caretaker, or other person in a custodial position over the child.
  - c. The Child Exploitation Squad shall investigate sex-related crimes committed against children, including child molestation and sexual battery.
  - d. Child Exploitation Online Protection Squad (CEOPS) is a collaboration with the FBI to investigate child exploitation via the Internet which includes; human trafficking and child pornography.
3. The Robbery Unit is responsible for armed robberies involving theft by the use of force or threat of force.
4. Aggravated Assault Unit is responsible for the investigation of all reported aggravated assaults.
5. Domestic Violence Unit is responsible for the investigation of all reported incidents of Family Violence.
  - a. Animal Cruelty Enforcement and Prevention Unit (ACEP) investigates incidents that involve the mistreatment of animals, as well as incidents where animals have caused harm to humans within the City of Atlanta.



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6. The Crime Stoppers Unit receives and forwards tips from citizens to the appropriate investigative unit or squad.

#### 4.5.3 Property Crimes Section

The Property Crimes Section is primarily responsible for the follow-up investigation of crimes and consists of the following:

1. The Burglary Unit is responsible for the investigation of all reported burglaries.
2. The Larceny from Auto Unit is responsible for the investigation of all reported larcenies where an automobile was the property that was entered to commit the larceny.
3. The Larceny Unit is responsible for the investigating of all thefts that were not committed from an automobile.
  - a. The Fraud Squad is responsible for investigating forgery, identity theft, fraud, credit or check transactions, and embezzlement.
4. General Crimes Unit is responsible for the investigating of all other crimes that are not covered by one of the other units or squads that are in the Major Crimes Section or Property Crimes Section.

#### 4.5.4 The Special Enforcement Section (SES) provides proactive enforcement of laws relating to homeland security, gangs, auto theft, and technology. SES consists of the following:

1. The Gang and Special Investigation Unit is responsible for investigating criminal activity by local street gangs as well as collecting, analyzing, and disseminating information and data related to criminal activity by street gangs.
2. The Asset Forfeiture Squad is responsible for preparing forfeiture actions at the state and federal levels for seizing assets and proceeds belonging to criminals involved in illegal drug activity, gambling, prostitution, and all other Racketeer Influenced and Corrupt Organizations Act (RICO) related incidents.
3. The Fugitive Unit assists the entire department in finding and apprehending persons who have outstanding warrants.
4. The Homeland Security Unit is responsible for coordinating with our federal and state partners to enhance the overall security of the City of Atlanta. This includes the prevention of terrorist incidents, critical infrastructure protection, and cyberspace security.
  - a. The Cyber Crime Squad (CCS) investigates computer-related crime. The squad assists in the collection and preservation of electronic crime evidence and provides support for other investigations.
  - b. The Intelligence/ Organized Crime Squad is responsible for identifying and monitoring organized crime.
  - c. The Electronic Surveillance Squad maintains the Department's surveillance equipment, authorizes employees to use equipment, and provides surveillance support for other investigations.



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- d. The Atlanta Community Impact Program (ACIP) Repeat Offender establishes a connection between APD and the probation/parole office.

5. Auto Theft Unit is responsible for the investigation of all reported car thefts and associated crimes, such as “chop shops,” and fencing of stolen automobile parts.

#### 4.5.5 Violent Crime Interdiction Section

The Violent Crime Interdiction Section is responsible proactive patrol and crime suppression in areas of the City experiencing violent crimes.

1. The APEX Unit shall provide proactive interdiction in areas of the City experiencing high number of incidents of violent gun related crimes and illegal street level narcotics crimes. The function of the Titans Unit is to identify these crime patterns, deploy necessary resources, identify and arrest criminal perpetrators.
2. The Narcotics Unit is responsible for the investigation of narcotics trafficking that occurs within the City of Atlanta as well as the investigation of crimes that result from the manufacture, distribution, and sale of illegal narcotics.
3. The APEX Canine Squad (K9) shall provide support to Department personnel with trained and certified police K9s in the areas of narcotics detection, article detection, tracking lost or missing persons, and fleeing felons. K9 teams are deployed daily based on crime trends to support FOD personnel.

#### 4.6 Field Operations Division

The Field Operations Division (FOD) is the uniformed patrol force of the city. Officers patrol the city streets, answer calls for service, and work with the community to solve problems affecting the quality of life. The FOD consists of six geographic patrol zones and the Night Commander position.

##### 4.6.1 Patrol Zones:

1. Zone 1;
2. Zone 2;
3. Zone 3;
4. Zone 4;
5. Zone 5; and
6. Zone 6.

*(See Section 9. Appendix – Atlanta Police Patrol Zones and Airport beat maps)*

##### 4.6.2 The patrol zones are organized as follows:





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1. Mobile Patrol operations handle 911 calls twenty-four (24) hours a day. The zones work either a two-shift twelve-hour workday, a three-shift eight or ten-hour workday.
  2. Zone Discretionary Units provide the zone commanders with flexibility to provide plain clothes enforcement of problems specific to the individual zones and other specialized assignments.
  3. Foot patrols, bicycle patrols, and mini-motors provide a variety of community policing and patrol operations covering a specific area of concentration.
- 4.6.3 Mini-precincts are facilities throughout the patrol zones that are intended to either provide a police presence in a community or to house special zone-related operations.
- 4.6.4 The Night Commander is on-duty during the morning watch hours to oversee field operations and provide command level supervision at all significant events. They also make necessary decisions and issue appropriate orders pertaining to the night operations of the Department in the absence of other command-level personnel.
- 4.7 Community Services Division
- The Community Services Division (CSD) establishes proactive community partnerships and embodies principles established in community-oriented policing through strategic planning, decentralized decision-making, and transparency of operations. The CSD consists of the Airport Section, the Special Operations Section (SOS), the Community Oriented Policing Section (COPS), the Community Engagement Liaison, and the Strategic Response Section.
- 4.7.1 Director of Community Engagement and Events will be responsible for coordinating specific high-profile police and community events, enhancing existing community-focused initiatives, and handling large-scale internal morale-boosting activities.
- 4.7.2 The Special Operations Section (SOS) provides a variety of different patrol functions in support of the six patrol zones.
1. The Special Weapons and Tactics (SWAT) /Explosive Ordnance Disposal (EOD) Unit specializes in hostage, barricaded gunman situations, and bomb disposal.
  2. The Motors Unit specializes in the enforcement of traffic laws and in managing the flow of vehicular and pedestrian traffic.
  3. The Accident Investigation Unit investigates fatal and hit-and-run traffic accidents.
  4. The Aviation Unit is used to assist the Department in a variety of functions; including but not limited to support for vehicle and foot pursuits, stolen vehicle recovery, and managing traffic flow.
  5. The Mounted Patrol Unit fields officers on horseback for crowd control purposes, neighborhood canvases, and crime suppression efforts.
  6. The High Intensity Traffic Team (HITT) specializes in high-intensity traffic enforcement to reduce the amount of traffic-related injuries and fatalities within the City of Atlanta. The HITT is designed to aggressively reduce alcohol and drug-related traffic offenses by focusing on traffic enforcement related to alcohol and/or drug-impaired drivers.



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## 7. Strategic Response Section

The Strategic Response Section is responsible for researching, developing, planning and implementing a strategic force for all major events in the City of Atlanta. This includes parades, protests, marches, rallies, large gathering permits, sporting and entertainment venues. The Division's responsibility is to ensure everyone involved in the event is safe and all constitutional guarantees are provided to those involved.

- a. The Strategic Response Section Commander shall manage the collective response capabilities of the department's Civil Disturbance Unit (CDU), Bicycle Response Team (BRT) and Field Force Extrication Team resources.
  - i. The Civil Disturbance Unit (CDU) provides an effective police presence at assemblies and gatherings in a posture that guarantees the constitutional rights of participants and promotes an orderly, lawful demonstration in the best interest of public safety and community harmony.
  - ii. The Field Force Extrication Team is a task force of specially trained and equipped sworn employees that safely and efficiently remove protestors and protestor devices.
  - iii. The Bicycle Response Team (BRT) is a group of specially trained and equipped sworn employees who utilize bicycles to safely monitor and manage crowds during demonstrations or events.
- b. The Film and Entertainment Unit (FEU) act as the liaison between the director of the City of Atlanta Office of Entertainment and manages oversight of film production in the City. This facilitates the understanding of active permits, traffic control, public interest, and approved production guidelines to reduce the impact on Atlanta's economic development.
- c. The Special Events Office supervises and coordinates departmental coverage of special events when necessary. Special events include, but are not limited to, parades, entertainment and sporting events, highway or construction maintenance activities, picket lines or other demonstrations. Non-city sponsored events are the responsibility of zone commanders where the event is hosted and based on size, complexity, and location of the event. Should a special event be beyond the capabilities of a zone commander, it shall be coordinated by the Strategic Response Section.
- d. Unmanned Aircraft Systems (UAS) operate and maintain the department's Unmanned Aircraft Systems (commonly known as Drones). They provide support services to department assets. These services include:
  - i. Situational Awareness.
  - ii. Tactical Deployment.
  - iii. Search & Rescue.
  - iv. Scene Documentation, and



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v. Aerial Reconnaissance.

- 4.7.3 The Community Oriented Policing Section (COPS) is comprised of the Community Liaison Unit, the Police Athletic League, and the Crime Prevention Inspectors. The members in these units shall work as a team to identify community issues, develop strategies, and implement multi-disciplinary solutions within neighborhoods.
1. The Police Athletic League (PAL) provides structured activities and role models for youths in crime prone neighborhoods.
  2. Community Affairs Liaison (CAL) builds and maintains relationships with the community. The liaison does this by working with neighborhood planning units (NPU), and other community organizations. The CAL interacts with these community groups to promote an understanding of law enforcement functions and organizations. The CAL also listens to residents about their impact and recommends ways that the Department and community can work more closely together.
  3. The Path Force Unit proactively patrols the Atlanta Beltline and adjoining parks and communities to create a safe path and green space for residents and visitors.
  4. The Community Liaison Unit (CLU) establishes and fosters partnerships within the community, develops and implements proactive and preventative law enforcement strategies, and increases knowledge and understanding of community policing to current neighborhood governances through educational and training initiatives. Operating within the CLU is the Homeless Outreach Proactive Enforcement Team (HOPE), which works with the homeless and mentally ill, by identifying and eliminating all homeless encampments in the COA by attempting to place homeless individuals in short or long-term housing.
  5. The Special Projects Unit
    - b. The Crime Prevention Inspectors interact with Community Liaison Officers, beat officers, and crime analysts. They serve as liaisons between the Department and the community to prevent crime.
    - c. The Hispanic Liaison provides outreach and serves as a liaison with Atlanta's various Hispanic communities.
    - d. The Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Liaison shall promote cooperation between the Atlanta Police Department and the community while taking a leading role in building a vital link between the police and the LGBTQ community.
- 4.7.4 The Airport Section works in conjunction with the Department of Aviation, the Federal Aviation Administration (FAA), and the Transportation Safety Administration (TSA) to provide police services for the Hartsfield-Jackson Atlanta International Airport, including, the concourses, parking lots, and surrounding airport property.
1. The Patrol Unit's responsibility is to ensure that airport operations are safe, secure, and efficient while providing incident response, patrol functions, and traffic management, and has partnerships with federal, state, and local law enforcement agencies.
  2. The Investigative Unit investigates crime at the airport and provides CID support to airport patrol units.



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3. The Canine Unit (K9) provides the Airport with an ability to respond to and resolve any suspicious items safely and efficiently. The K9 Unit also preforms safety and security sweeps while providing support to patrol units and Special Response Units.
4. The Explosive Ordnance Disposal (EOD) Unit provides the Airport with an ability to respond to and resolve any device call safely and efficiently.
5. The Maynard Holbrook Jackson Jr. International Terminal (MHJIT) precinct is responsible for calls for service and patrolling the international terminal complex.
6. The Airport Special Response Team (ASRT) provides visibility and handles any high-risk situations.
7. The Airport Interdiction Narcotic Unit (AIU) is responsible for deterrence and interception of the illegal narcotics and currency being smuggled in and out of Hartsfield-Jackson Atlanta International Airport

#### 4.5 Chief Administration Office (CAO)

The Chief Administration Office provides administrative and logistical support to all divisions in the Atlanta Police Department. The CAO consists of:

1. E-911 Communications Division.
2. Program Management;
3. Technology & Information Services;
4. Fiscal Management;
5. Employee Services; and
6. Administrative Operations.

##### 4.5.1 E-911 Communications Division

The E-911 Communications Division operates twenty-four (24) hours a day, seven (7) days a week and consists of the following:

1. The E-911 Communications Center:
  - a. Receives, classifies and prioritizes 911 calls from the public;
  - b. Dispatches the calls that require police response;
  - c. Transfers and/or directs calls that do not require police response to the proper agency/unit;
  - d. Performs stolen checks on vehicles, guns, and various items as well as wanted/missing checks on persons and hit confirmations from entering agencies;



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- e. Processes requests and/or subpoenas for 911 tapes and Computer Aided Dispatch System (CADS) printouts for citizen and law enforcement personnel (prints for citizens are completed at the request of Public Affairs); and
  - f. Takes reports on designated, non-emergency crimes and completes GCIC/NCIC (Georgia Crime Information Center/National Crime Information Center) forms on missing persons and stolen autos.
- 2. The Communications Training Unit:
  - e. Provides certification for 911 and dispatch;
  - f. Training for all communications employees;
  - g. Assists the Training Academy with departmental training; and
  - h. Provides staffing for GCIC training for the entire department.
- 3. The Quality Assurance Unit:
  - a. Responsible for handling all recorded tapes in the Communications Digital Recording Equipment Room;
  - b. Performs routine maintenance on payback equipment;
  - c. Maintains and updates the emergency phone numbers on file in the computer;
  - d. Monitors 911 calls for service for police and fire dispatch;
  - e. Perform coaching sessions with trainees and communications employees; and
  - f. Monitors dashboard percentages on a weekly basis to determine if performance standards are being met and/or exceeded.
- 4. The Electronic Maintenance Unit installs and maintains the citywide radio system, transmission equipment, and mobile data terminals, and monitors alarm receivers for City facilities. The Electronic Maintenance Unit maintains the City paging system and access control systems within the Department.
- 4.5.2 The Project Management Unit (PMU) is responsible for the development of the Strategic Plan and Capital Improvements for the Department. PMU also engages in Special Projects assigned to the unit by the Chief's office and other administrative offices within the city government.
- 4.5.3 The Technical & Information Services (TIS) is responsible for the expansion of the department's purchase and use of technologies that will benefit the department with its mandate of providing the best service to the people of Atlanta and in their ongoing battle to reduce crime. Within the TIS are the Real Time Crime Center, Real Time Crime Center Video Support, and the Tactical Crime Analysis Unit.
  - 1. The Real Time Crime Center monitors 24 hours a day, seven days a week video feeds of both public and private sector cameras using state-of-the-art "smart" analytical software.



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This allows for close coordination with Atlanta's E911 center for a timely and efficient response to criminal and suspicious activities on the City's streets

2. The Real Time Crime Center Video Support maintains and improves the Department's Video Integration Center (VIC). The VIC utilizes state-of-the-art video surveillance and analytical software, which assists in accomplishing the mission and goals of the Department. The IVS Unit ensures successful technology acquisition and integration into the Department's operations.
  3. The Tactical Crime Analysis Unit provides an analysis of crimes to identify patterns and trends. The information gathered is given to commanders to develop crime-fighting plans.
- 4.5.4 The Fiscal Management Unit prepares the annual budget, and procurement, and monitors the financial resources of the Department. The Grants Management Office applies for grants and reports on their implementation.
- 4.5.5 Administrative Operations is responsible for certain major administrative functions within the department. The following unit operated with Administrative Operations.
1. The Code Enforcement Section is responsible for the inspection of residential, commercial, industrial, and multi-family properties that violate the City Code and Ordinances.
  2. The License and Permits Unit, which investigates the applicants for a wide variety of licenses, most notably, liquor licenses. The License and Permits Unit also prepares cases to be presented to the City's License Review Board.
  3. The Open Records Unit is responsible for compliance with the Georgia Open Records Act and will ensure that command staff is appropriately informed regarding requests that may reflect unfavorably on the Department.
  4. The Fleet Management Unit coordinates maintenance of the Department's vehicles through the City's Motor Transport Service and ensures contract compliance by the City's wrecker services.
  5. The Central Records Unit is the central repository of incident reports, traffic accident reports, and other related reports. It transmits information on wanted persons, stolen items, and crimes to the GCIC, and reviews and classifies incident reports according to the FBI Uniform Crime Report (UCR) standards.
  6. The Validation Unit maintains the quality (timeliness, accuracy, completeness, and validity) of the Department's records entered into the GCIC/NCIC computerized hot files; monitors the CHRI (Criminal History Record Information) files for the entries made by the Department ensuring that GCIC/NCIC policies and procedures are followed.
  7. The Property Control Unit is charged with maintaining and organizing all department-owned property; storage and proper disposition of evidence, contraband, and property turned in by police department employees, and the release of impounded vehicles.
  8. The Logistical Support Unit is responsible for procurement orders; including, uniform and equipment requests, inventory, issuing and accounting for supplies and personal equipment, record retention, and building maintenance.



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4.5.6 Employee Services

1. Personnel Unit is responsible for the hiring of employees and maintenance of an employee's personnel files.
2. The Background and Recruitment Unit seeks out and screens applicants for employment as police officers and other available positions.
3. The Centralized Overtime Tracking Unit (COTU) will facilitate overtime assignments to reduce crime in an effective and efficient manner. The COTU will track overtime and produce a bi-weekly report summarizing all methods of crime suppression initiated during overtime details. The COTU will develop a comprehensive overtime control plan with an audit and review process.
4. The Human Resources provides support for the Department, including, personnel files and orders, sick leave requests, personnel transaction forms, pension and benefit support, new employee orientation, processing payroll, and monitoring the employee grievance process.

5. DEFINITIONS

5.1 Worksite: A location such as the Chief's administrative office, a bureau or division administrative office, a section, or a geographically detached unit, squad, or office specified by the Chief of Police.

5.3 Supervisor: Any sworn member of the Atlanta Police Department whose rank is sergeant or higher.

***\*This Section, 5.1, may not be deleted, revised, or amended pursuant to the November 29, 2018, Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB. Consult the City of Atlanta Department of Law with any questions or concerns. \****

5.3 APD Facilities: Atlanta Police zone precincts or mini-precincts, OPS building, Training Academy, Headquarters, or their functional equivalent.

***\*This Section, 5.2, may not be deleted, revised, or amended pursuant to the November 29, 2018, Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB. Consult the City of Atlanta Department of Law with any questions or concerns. \****

6. CANCELLATIONS

APD.SOP.1010 "Mission and Organization of the Department", effective August 13, 2020.

7. REFERENCES

Department Organizational Chart

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6<sup>th</sup> ed. Standards; 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.2, and 12.2.1a.



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8. SIGNIFICANT CHANGES

The entire policy was revised to reflect the recent organizational changes to the Department.

9. APPENDIX

9.1 APD Patrol Zones and Beats  
(CALEA 6<sup>th</sup> ed. Standard 2.1.1)

